


GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 43	Vice, Drugs, and Organized Crime	
Date Initially Effective 11/17/94	By The Order Of:  Hassan Aden, Chief of Police	
Date Revised 07/30/13	Date Reissued 07/30/13	Page 1 of 7

43.1.1 COMMITMENT TO ENFORCEMENT ACTIVITIES

The Greenville Police Department is dedicated to the suppression of organized crime and vice activities within the community. It is the position of the Greenville Police Department that every police officer support and enforce laws and regulations governing the suppression of all forms of organized crime and vice activities.

The Greenville Police Department will use all available legitimate means to investigate and apprehend individuals, groups, or organizations engaged in organized crime and vice activities. The Greenville Police Department Special Investigations Unit (SIU) is assigned primary investigative and enforcement responsibilities for organized crime and major case narcotics enforcement. The Criminal Investigations Bureau Gang Unit is assigned primary responsibility for gang and career criminal investigations. The Field Operations Bureau Special Operations IMPACT Unit is assigned primary responsibility for street level narcotics and vice enforcement. The Special Investigations Unit (SIU), Criminal Intelligence Unit, and Gang Unit are functions within the Criminal Investigations Bureau and report through the Criminal Investigations Bureau chain of command. The Field Operations Bureau Special Operations Unit is a function within the Field Operations Bureau and reports through the Field Operations Bureau chain of command.

Organized Crime and Vice Activities

The Greenville Police Department Special Investigations Unit, Gang Unit, Criminal Intelligence Unit, Field Operations Bureau Special Operations Unit, and other investigative units of the Greenville Police Department shall address unlawful activities by members of organized groups or associations. Examples of organized crime and vice activities include:

- Illegal sale and distribution of controlled substances
- Illegal gambling operations
- Illegal sale and distribution of alcoholic beverages
- Prostitution and vice activity
- Organized gang activity

43.1.2 RECEIVING AND PROCESSING COMPLAINTS

CALEA Standard: 43.1.1

Complaints concerning vice/narcotics and organized crime received by the Greenville Police Department will be recorded in the Computerized Dispatch System (CAD) as a call for service. Depending on the nature of the complaint, it may be:

- Assigned/dispatched for immediate action/investigation

- Forwarded to another appropriate unit or agency for review/investigation
- Linked to a current investigation
- Considered “informational” and forwarded to appropriate units/personnel.

Personnel receiving or reviewing complaints should consider the following to determine if a complaint is valid or false, and actionable or informational:

- Is the original information valid?
- What is the criminal nature of the complaint?
- How important is the problem?
- What lead information exists?
- What investigative techniques might be used?
- Does the Greenville Police Department have sufficient resources?
- What possible operational problems exist?

Appropriate unit supervisors shall maintain investigative case status control systems for all cases under active investigation by their respective units. The case status control system shall include:

- Investigator assigned
- Case number
- Victim’s name
- Date reported and date follow-up is due
- Case status

Vice and Organized Crime Complaint Database and Investigations

Officers assigned to the Criminal Intelligence Unit and Gang Unit shall maintain records of vice and organized crime information and Intelligence pursuant to guidelines outlined in Greenville Police Department Policy and Procedures Manual, Chapter 42 and Section 42.1.6. Criminal intelligence, vice, gang, and organized crime records and information shall be used to help maintain an awareness of existing or potential problems with the community. Guidelines for purging criminal intelligence files are also outlined in Chapter 42 of the Greenville Police Department Policy and Procedures Manual.

Officers should refer to Greenville Police Department Policy and Procedures Manual, Chapter 42 and Section 42.2.1, Criminal Investigations, for procedures to be used in all criminal investigations.

43.1.3 MAINTAINING INVESTIGATIVE FILE SECURITY

CALEA Standard: 43.1.2, 43.1.3

Upon assignment for active investigation, all vice, drug, and organized crime complaints shall be assigned a Department case number. The officer assigned to investigate a complaint shall submit an incident report to the Records Section providing sufficient information to establish the active status of the case without compromising the investigation. All records, reports, computerized data, and investigative documents relating to active organized crime, drug, and vice investigations shall be maintained in a secure location within the assigned officer’s unit. Access to records, reports, and information from active organized crime and vice investigations shall be on a need-to-know basis as authorized by the Chief of Police or designee and shall be for the purpose of conducting official investigations by Greenville Police Department personnel.

Confidential Informant Files

The officer assigned as the Criminal Intelligence Unit Officer shall maintain confidential files on all informants. Informant files shall be maintained in a secure location in the Criminal Intelligence Officer’s office. Access to the informant files shall be limited to personnel authorized by the Chief of Police, Special Investigations supervisor, or a designee. Access to the confidential files shall only be authorized as necessary for criminal investigative activities conducted by the Greenville Police Department or as otherwise authorized by the Chief of Police. Greenville Police

Department Policy and Procedures Manual, Chapter 42 outlines procedures for the management and control of informants.

Informant files shall contain at a minimum:

- Biographical and background information
- Criminal history record
- Payments made to informants
- Information received from informant
- Informant's code name or number

43.1.4 SPECIAL OPERATIONS FUNDS

CALEA Standard: 43.1.3

Integrity of Special Operations Account Funds

The Greenville Police Department maintains special investigations funds to provide money to support enforcement efforts in the areas of organized crime, drug, and vice control.

Greenville Police Department Policy and Procedures Manual, Chapter 42, Section 42.2.9 and SOP 42.2.8, establishes guidelines for an accounting system and the use and management of special funds, including the payment of informants. Chapter 42 and SOP 42.2.8 also include provisions for authorizing individuals responsible for maintaining the special funds accounting system. At least quarterly a report of expenditures shall be prepared and submitted to the Chief of Police. An Independent audit of special investigations funds shall be conducted annually in May of each calendar year by the Office of Internal Affairs.

Submission of receipt after payment of funds shall include:

- Amount of payment
- Purpose of payment
- Paying officer's name
- Receiving informant's name or code number
- Date of payment
- Case number, if applicable

43.1.5 SURVEILLANCE AND UNDERCOVER EQUIPMENT

CALEA Standard: 43.1.4

Due to the ongoing operations and nature of various investigative duties within the Department, specialized units including SIU, Gang Unit, and Field Operations Bureau Special Operations may have specialized surveillance and undercover equipment assigned to that unit. All specialized surveillance and undercover equipment assigned to a unit shall be maintained and secured in that unit's office. Unit supervisors may grant authorization for the use of that equipment. If requested, specialized equipment and/or personnel to operate the equipment shall provide assistance to other Greenville Police Department personnel in the use of specialized surveillance and undercover equipment in legitimate law enforcement efforts.

Unit supervisors to which the equipment is assigned are responsible for the equipment and are responsible for:

- Maintaining a list (inventory) of specialized equipment inventory
- Maintaining the equipment in proper working order
- Keeping the equipment secure when not in use
- Tracking the equipment including extended assignment, loans to other units or agencies, repairs and discontinued use.

43.1.5.1 CONTINGENCY PROCEDURES FOR SURVEILLANCE, UNDERCOVER, DECOY, AND RAID OPERATIONS

CALEA Standard: 43.1.5

The Greenville Police Department has the capacity to conduct covert operations for the control of vice, drug, and organized crime activities through the investigative activities of the Special Investigations Unit and Field Operations Bureau Special Operations Unit. Undercover, surveillance, and decoy operations shall be coordinated by and/or conducted by an appropriate unit supervisor.

Guidelines for Initiating and Conducting Covert Operations

Vice, drug, or organized crime surveillance, undercover, or decoy operations plans shall be completed prior to an operation and shall include the provisions identified in this directive which are appropriate to the operation undertaken. The operations plan is the foundation and first step in the investigative process. The plan must be thorough, in writing, and must show the intended direction of the investigation. The plan shall be associated with a case number as soon as a case number is assigned. (Surveillance that is based upon unsubstantiated or recent information may not yet have been assigned a case number.) The appropriate unit supervisor shall be responsible for ensuring the plan is complete and approved. The supervisor's signature on the plan shall indicate plan approval. Minimum provisions for investigative operations planning shall include the following:

Intelligence Gathering

Prior to beginning an operation, case agents should develop intelligence on which to base operational procedures, resource needs, target options, etc. Intelligence gathered during the course of the operation should be documented and forwarded to those with need to know and /or right to know authority.

Legal Ramifications

When appropriate, the District Attorney's Office and/or Assistant City Attorney shall be contacted to determine possible legal ramifications of the operation. The written plan should outline the District Attorney and/or Assistant City Attorney's role (if any) in the operation. This includes discussing any prosecutorial or liability problems that may exist or develop. The written plan and/or investigative report should indicate the dates and times of meetings or conversations with the District Attorney's Office or Assistant City Attorney and include a summary of the meeting or conversation. Copies of warrants should be attached to the plan if available.

Objectives and Details of the Operation

All covert operations shall be well planned and personnel briefed prior to implementation. The briefing shall include the objective and details of the operation in compliance with the guidelines established by this directive. All pertinent site characteristics shall be reviewed. The officers involved shall be familiarized with the objectives and details of the operation, the neighborhood, or target area. The neighborhood or target areas of operation shall be analyzed and surveyed prior to infiltration to identify potential hazards, possible threats, and possible surveillance points. The type of surveillance to be used (moving, stationary, etc.) should be identified. The plan should include a detailed map with routes in and out of the area indicated as needed. Descriptions of individuals at the location to be searched shall be provided in the plan.

Surveillance operations must be based on an articulable suspicion that the person or thing under surveillance is involved in criminal activity. Organized crime and vice decoy operations shall be indicated in response to identified repetitious criminal activity.

Determining Operational Procedures

Operational procedures shall be determined to address surveillance, counter-surveillance, effecting arrests, and high risk entries. Plans for approaching, entering, securing, and leaving the search location shall be stated. Written details regarding assigned surveillance areas, responsibility, initiation and termination should be included.

Conditions and procedures for making arrests shall be stated including the transportation and destination of the arrestee. If the operation will not immediately result in an arrest, the written plan shall state such. Procedures for observation of the operation and arrest shall be developed for each operation. The investigating police officers and undercover police officers conducting covert operations shall document all pertinent activities and observations made relative to the criminal activity being investigated.

Expense Funds

Expense money shall be provided as necessary from the special investigations funds. This should be stated in the written plan. All necessary operating funds shall be provided

Communication

The means for routine and emergency communication among involved personnel shall be established. Communications with specialized support units shall be established. The plan shall state that radio communications will be conducted on a specific frequency. If any other means of communication is to be used, the plan should indicate the method, i.e. cellular phone.

Equipment and Vehicles

Equipment and vehicle needs shall be determined and appropriate arrangements made and indicated on the written plan. Provisions shall be made to discuss, select, and prepare specialized equipment to be used, such as, rams, pry bars, protective clothing, etc. The names of personnel assigned to drive vehicles and vehicle descriptions shall be included in the plan.

Officer Protection

All personnel assigned to the operation and their detail shall be listed in the plan. An appropriate number of backup officers will be determined and deployed based on the analysis of the situation. An appropriate number of surveillance officers shall be determined and deployed based on an analysis of the situation to provide backup and perimeter security. A selection of personnel such as patrol officers, specialized units, etc. shall be predetermined if needed for the operation. Assignment of responsibilities and duties of all members involved, such as internal and external security, entry teams, evidence collection, etc. shall be prearranged. For any extended or prolonged operation, the operation supervisor shall ensure contingency plans are made for relieving officers and providing breaks.

Officer Identity

Undercover and surveillance officers should be provided with false identities, disguises, and necessary credentials as required by the operation. When appropriate, decoy officers may disguise themselves to better resemble victims. Personnel participating in decoy operations shall be identified prior to the operations with a complete clothing and/or vehicle description.

Confidentiality and Cover

Every effort shall be made to maintain overall confidentiality and cover of the officers involved in the operation. The confidentiality of officers acting in undercover capacities will be maintained by limiting that knowledge to a need-to-know and right-to-know basis. The written plan should note who knows and who is authorized to know undercover officer's identities. Appropriate supervisors, Bureau Commanders, Deputy Chief, and the Chief of Police always have the right to know.

Authorization

Major organized crime, decoy, vice surveillance, raid or undercover operations shall not be initiated without the knowledge and approval of the appropriate bureau commander(s). All personnel shall adhere to the guidelines in Greenville Police Department Policy and Procedures Manual, Chapter 1 and Section 1.3.1 governing the use of force. Due to the nature of decoy, sting, or reverse sting operations, they require in-depth advance planning and documentation. Dependent upon the extent of the operation, approval from the Chief of Police, Assistant City Attorney, and District Attorney may be necessary. The appropriate bureau commander will make that determination.

Designating Supervision

The appropriate unit supervisors shall be responsible for overseeing, coordinating, and supervising investigative operations conducted by their respective units. The supervisor shall notify the on-duty platoon supervisor of the operation. The written plan should state which supervisor(s) shall be overseeing the operation.

Providing Close Supervision

The unit supervisor assigned and identified in the written plan shall be responsible for close supervision of all aspects of the operation.

Contacts with Suspects

Methods for making initial and subsequent contacts with the target by the officer or undercover officer and any necessary precautions shall be determined and specified on the written plan. Initial contact will usually be through an informant and the plan shall state the appropriate information for subsequent contacts.

Executing Search Warrants and Raids

All search warrants obtained by Greenville Police Department personnel shall meet the statutory requirements set forth in North Carolina General Statutes 15A-241 through 15A-246. All search warrants and raids shall be executed with the authorization of the responsible unit's commander or a designee. The police officer who is the principal investigator in a case shall have the responsibility for the execution of the search warrant or raid, subject to review and control of that police officer's commander or a designee. All raid team personnel shall adhere to the guidelines in Greenville Police Department Policy and Procedures Manual, Chapter 1 and Section 1.3.1, governing the use of force.

Prior to the execution of a search warrant requiring entry into any structure or any other raid or high risk situation, the case agent or officer in charge will complete a raid plan (GPD:39:01-09) and conduct a briefing with all officers involved. The briefing shall address the following concerns:

- Officer/team assignments including: entry, security, surveillance, transportation, evidence, etc.
- Target location(s) and description(s) and surrounding area information
- Communications
- Cautions
- Equipment/vehicle needs
- Other assistance: Fire/EMS, air support, K-9, etc.

All non-uniformed personnel shall wear approved raid jackets or other approved apparel readily identifying them as Greenville police officers. Uniformed police officers shall be used whenever possible as the first officer in view when occupants of the location to be searched are made aware of the operation. Officers executing search warrants or other raid or high risk situations shall wear appropriate protective vests. The case agent or officer in charge may request assistance from the Emergency Response Team following procedures outlined in Chapter 46, section 46.2.1 "Special Operations" if information or intelligence indicates the need for that assistance. The information or intelligence supporting that need shall be documented in the search warrant and/or incident report.

The police officer who is the case agent or officer in charge shall ensure that all search warrant or raid activities are properly documented on a Greenville Police Department incident report. All search warrants executed by Greenville Police Department personnel shall require a case number. If the search warrant is part of an ongoing investigation, that investigation's case number shall be used. If the search warrant is not part of an ongoing investigation, a Greenville Police Department case number shall be assigned and the appropriate documentation provided.

Emergency Assistance

The written plan should include consideration of the need for support from outside agencies including medical and fire fighting capabilities. Such potential shall be reviewed in the planning of the operation and contingency plans shall be included for contacting emergency assistance personnel should it become necessary.

Searching For and Seizing Evidence or Contraband

The assigned case agent or officer in charge shall ensure the integrity of evidence recovered during a search. The search location should be photographed and/or videotaped before the search for evidence or contraband begins. Only those police officers designated should actively search for evidence or contraband. When an officer locates evidence or contraband to be seized, that officer should not move the evidence. The officer designated to collect the evidence should be notified. The evidence collection officer should provide that the evidence is photographed in its original location and collected pursuant to guidelines established in Chapter 83 and Section 83.1.1 of the Greenville Police Department Policy and Procedures Manual. The evidence collection officer should maintain a log of seized property indicating the following information for each item seized:

- The description of the evidence
- The time
- The location from which seized
- The locating officer
- The seizing officer

The evidence collection log should be included in the case file and provide the following information:

- The location of the search
- The date and time of the search
- The case number
- The evidence collecting officer's name
- The investigating officer's name

Coordination of Department and Interagency Efforts

Unit supervisors shall brief the appropriate Bureau Commander as necessary on active investigations or significant intelligence information. All Greenville police officers are encouraged to forward any organized crime and vice related information to the appropriate specialized units through the use of Field Interview Cards, emails, memos or other documentation. Patrol officers shall register all informants with the Criminal Intelligence Officer. Special Investigations personnel shall release timely and pertinent intelligence information to appropriate Greenville Police Department personnel. All members of the Department shall disseminate information of potential value to the investigative process to appropriate personnel.

Supervisors of the units conducting the investigations shall be responsible for requesting and coordinating organized crime, gang, and vice control efforts with other law enforcement agencies. Whenever possible, the Greenville Police Department will assist other law enforcement agencies to the fullest extent possible in investigations into narcotics, organized crime, gang, and vice activities.

43.1.6 REPORTING TO THE CHIEF OF POLICE

CALEA Standard: 43.1.6

The Chief of Police shall be briefed as necessary by appropriate unit supervisors or Bureau Commanders concerning vice, drug, gang, and organized crime activities, on contingency procedures for all investigative operations, and on the outcome of the investigative operations.